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Code of Practice for First Aid

Last Reviewed: May 2025
Next Review Due: May 2026

INTRODUCTION

This code of practice outlines the School's responsibility to provide adequate and appropriate First Aid to pupils, staff, parents and visitors, and the procedures in place to meet that responsibility. The code of practice is reviewed annually.

AIMS

- To identify the first aid needs of the School in line with the Management of Health and Safety at Work Regulations 1999 and Amendments 2003 and 2006.
- To ensure that first aid provision is available at all times while people are on school premises, and also off the premises whilst on school visits.

OBJECTIVES

- To ensure the appropriate number of suitably trained people as First Aiders meet the needs of the School
- To provide relevant training and ensure monitoring of training needs
- To provide sufficient and appropriate resources and facilities
- To inform staff and parents of the School's First Aid arrangements
- To keep accident records and to report to the HSE as required under the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013.

PERSONNEL

The Head is responsible for the health and safety of the staff and anyone else on the premises. This includes teachers, non-teaching staff, pupils and visitors (including contractors). They must ensure that a risk assessment of the School is undertaken and that the appointments, training and resources for First Aid arrangements are appropriate and in place.

They must ensure that the insurance arrangements provide full cover for claims arising from actions of staff acting within the scope of their employ.

The Head is responsible for putting the code of practice into practice and for developing detailed procedures. They must ensure that the code of practice and information on the School's arrangements for First Aid are made available to parents.

Teachers and other staff are expected to do all they can to secure the welfare of the pupils.

First Aiders must have completed and keep updated a training course approved by the HSE. This is a voluntary post. They will:

- Give immediate help to casualties with common injuries or illnesses and those arising from specific hazards at school.
- Take charge when someone is injured or becomes ill
- Look after the first aid equipment, e.g. restocking the first aid boxes
- Ensure that an ambulance or other professional medical help is summoned when appropriate.

Paediatric First Aider: the Head has decided that any First Aider will be a fully trained Paediatric First Aider.

NUMBER OF FIRST-AID PERSONNEL REQUIRED

The Head has considered the findings of the risk assessment in deciding on the number of first-aid personnel required at any time or venue. The School is a low risk environment, but the needs of specific times, places and activities have been considered in deciding on their provision.

In particular consideration has been given for:

- Off-site PE
- School trips
- Science labs
- Art room
- Adequate provision in case of absence, including trips
- Out-of-hours provision e.g. clubs, events

Arrangements must be made to ensure that the required level of cover of both First Aiders is available at all times when people are on school premises.

Qualifications and Training

- First Aiders and Paediatric First Aiders will hold a valid certificate of competence, issued by an organisation approved by the HSE.
- All First Aiders are also trained to use AEDs.
- Specialist training in first-aid is arranged in three-year cycles.

See Appendix 2 for the names of First Aiders.

PRACTICAL ARRANGEMENTS AND PROCEDURES

Risk assessment

A full risk assessment of the school premises is always in place. The Head reviews the risk assessments annually. Recommendations on measures needed to prevent or control identified risks are discussed and the necessary action taken.

Basic First Aid Procedures

All staff in the school deal with minor accidents requiring first aid. The qualified First Aiders are listed in Appendix 2.

If a minor accident occurs during the school day the child is sent to a First Aider accompanied by another child or an adult as appropriate.

See Appendix 1 for a complete list of Basic First Aid Procedures.

An accident report sheet is filled in and the accident's details are recorded in the Accident Record Book. In case a child bumps their head, an "I have bumped my head today" sticker is given to the child to wear for the whole day, so that everybody will be aware of the accident and can react accordingly if he is seen acting differently (see Appendix 3).

If it is the case (e.g. the child's head is involved or the scratches/bruises are not superficial) the Office Assistant calls the parents/carers to inform them.

Accident report sheets are given to the child's parents/carers at the end of the school day (see *Providing Information* below).

Emergency procedures

In the event of a serious injury within the school premises the SFAO or one of the First Aiders will be called.

The SFAO/First Aider will decide if the emergency services need to be called and will dial 999.

If a serious injury occurs in the playground, one of the teachers on duty will go to the school office to ask for assistance from the SFAO/First Aider.

If a serious injury occurs off-site, the First Aider will assess the situation, call the emergency services if necessary and then inform the school.

The Office Assistant will then contact the child's parents/carers or, if they are unavailable, the child's emergency contacts (see Providing Information below).

Providing information

To Staff

The SFAO will ensure that staff is informed about the School's first-aid arrangements as part of their induction programme. Updated information will be given out at a whole-school staff meeting.

To Parents

- If a child sustains a minor injury an Accident report sheet will be sent home. See Appendix 3.
- If a child sustains a minor head injury (bump) this will be specified in the Accident report sheet with a request to parents/carers to read the information on the back "Head Injuries - important information and advice". See Appendix 3.
- If it is the case (e.g. the head is involved or the scratches/bruises are not superficial) the Office Assistant will call the parents/carers to inform them.
- Where a child sustains a minor injury that requires treatment by a doctor or hospital, the parents/carers will be telephoned and asked to collect the child. If the parents/carers cannot be reached, the emergency contacts on the child's records will be called. If none of them are able to collect the child a First Aider will accompany the child to the Minor Injury Unit at St Charles Hospital or St Mary's.
- In the event of a serious injury the emergency services will be called immediately by dialing 999 and the parents/carers (or, if they are unavailable, the child's emergency contacts) will also be contacted by telephone by a member of staff who is not dealing with the emergency arrangements.

Reporting accidents

Statutory requirements: under the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013 (RIDDOR) some accidents must be reported to the HSE. The SFAO keeps a record of any **reportable** injury, disease or dangerous occurrence.

This includes:

- the date and method of reporting
- the date, time and place of the event
- personal details of those involved and a brief description of the nature of the event or disease

See Appendix 4 for details about RIDDOR and type of injury which needs to be reported.

Record keeping

- The Head ensures that readily accessible written accident records are kept in the **Accident Record File** for a minimum of three years.
- The **Accident Record File** is filled in by the Office Assistant
- In the **Accident Record File** information is recorded of any significant first-aid treatment given by First Aiders. This must include:
 - the date, time and place of incident
 - the name (and class) of the injured or ill person
 - details of their injury/illness
 - first aid given
 - name and signature of the First Aider or person dealing with the incident.
- Records of any incident reported to the HSE are also stored in the **Accident Record File**.

Monitoring

Accident records can be used to help the Head identify trends and areas for improvement. They also could help to identify training or other needs and may be useful for insurance or investigative purposes.

A regular review and analysis of accident records is held.

PROVISION

First-aid materials, equipment and facilities

First-aid supplies are kept on each floor in green boxes marked with a white cross.

There is also an Automated External Defibrillator (AED) available in the school office. Only trained First Aiders are allowed to use the AED.

Each box contains: moist wipes, cleaning wipes, gloves, wash proof plasters, plasters (assorted sizes), sterile wound dressings, triangular bandages, safety pins, tape, burnshield, face shield, sterile eye pad, eye wash, sterile gauze swab, tweezers, leaflet guide.

Spare stock and additional specialised equipment is also kept in the school office.

First aid boxes accompany teachers off-site.

Responsibility for checking and restocking the first-aid boxes:

- The SFAO checks the boxes every term and places orders to replenish stock. All staff are responsible for notifying the relevant SFAO if they notice that contents of any of them are running low.
- On trips, the Teacher in charge of the trip
- For off-site PE, the PE teacher

Accommodation

The designated area for medical treatment and care of children during school hours is the Headteacher's Office.

Re-assessment of First-Aid provision

As part of the School's annual monitoring and evaluation cycle

- the SFAO reviews the School's first-aid needs following any changes to staff, building/site, activities, off-site facilities, etc
- the SFAO
 - monitors the number of trained First Aiders, alerts them to the need for refresher courses and organises their training sessions
 - monitors the emergency first-aid training received by other staff and organises appropriate training
 - checks the contents of the first-aid boxes termly.

HYGIENE/INFECTION CONTROL

- Basic hygiene procedures must be followed by staff.
- Single-use disposable gloves must be worn when treatment involves blood or other body fluids.
- Care must be taken when disposing of dressings or equipment.

APPENDIX 1

BASIC FIRST AID PROCEDURES

All staff in the school deal with minor accidents requiring first aid. The qualified First Aiders are listed in Appendix 2.

If a minor accident occurs during the school day the child is sent to a First Aider accompanied by another child or an adult as appropriate. If a major accident occurs where the child or member of staff cannot be moved, a First Aider must be called to the scene immediately and the emergency services alerted if appropriate.

Treatments

When dealing with blood, or other body fluids plastic gloves and an apron must be worn. The area of the accident must be isolated and cleaned with an antibacterial product before it could be used again.

Cuts/scratches: the wound must be cleaned and plasters may be applied, if necessary, after ascertaining the child is not allergic to these.

Bleeding as above: if profuse, apply direct pressure and raise the wound before sending for a First Aider.

Head Bumps: cold compress/ice pack. Run hands over scalp to find bleeding, swelling or any area that feels soft or indented. Handle head and neck very gently. Parents are advised in a 'Bump to the Head' leaflet if the School Office Assistant has been unable to speak to them directly about the injury.

Falling: children do fall over at school from time to time and they react in different ways. It is advisable to watch the situation carefully and assess it. If the child is unable to get up and is in obvious distress, call a First Aider who will assess the situation and take appropriate action. If the child is unable to stand unaided, do not lift them — this could cause other injuries.

Unconsciousness: call a First Aider immediately. If they are unavailable, call the emergency services without delay.

Breathing difficulties: Ask the child to stand or sit quietly. Ask if they use an inhaler. If they do, check if

they have it with them and ensure they use it. If the child does not use an inhaler, a First Aider must be summoned.

Epilepsy/Fainting: if a child is falling, try to support him/her or ease the fall, loosen clothing around the head/neck and call a First Aider.

Haemophilia: this condition affects the clotting of the blood and can cause haemophiliacs to bleed more freely than other people do. If a known haemophiliac is having a 'bleed', call an ambulance to take them to Hospital.

Diabetes: diabetics can display either lethargic or more active characteristics than usual. If a diabetic has high or low blood sugar, contact his/her class teacher and/or a First Aider.

Anaphylaxis: the result of a severe, generalised, allergic reaction. The child could experience severe difficulties with breathing. If a known anaphylactic has an attack, the trained First Aid staff must administer the child's adrenaline and call for an ambulance. Common allergies are:

- food, e.g. eggs, fish, nuts, especially peanuts
- insect stings
- immunisations or antibiotics.

Safety/HIV Protection

Disposable gloves and a plastic apron must always be worn when treating any accidents/incidents that involve body fluids. Make sure any waste (wipes, pads, paper towels) is placed in a disposable bag and fastened securely. Any children's clothes must be placed in a plastic bag and fastened ready to take home.

Allergies/Long-term Illness:

A Medical Register is kept in the school office. This records:

- any child's allergy to any form of medication, food products or insect stings (if notified by the parent)
- any long-term illness, for example asthma, diabetes, epilepsy
- details on any child whose health might give cause for concern.

Teaching staff are given a copy of the Register.

Use of sunscreen

Skin cancer is one of the most common cancers in the UK and the number of cases is rising at an alarming rate. The majority of these cases can be prevented by protecting the skin from the sun.

- Parents are recommended to buy school summer hats and to apply sunscreen before sending the children to school during the summer months
- Teachers must make children aware to the need to wear sun hats.
- If parents wish staff to apply sunscreen they must supply it and send a written request for them to do so
- Another member of staff should be present when a teacher is applying sunscreen. Older children should apply it themselves.

Arrangements for pupils with particular medical conditions who require regular medication are covered in the 'Administration of Medication during School Hours' section of the Health and Safety Policy.

FIRST AIDERS

All First Aiders are also Paediatric First Aiders

PAEDIATRIC FIRST AIDERS

Francesca Di Fraia (Head) - Senior First Aid Officer (**SFAO**)

Katharine Whitehouse (Deputy Head)

Alessia Sbicca (Deputy Head)

Linda Elfrey (EY coordinator)

Mariana Gregorio (KS1 coordinator)

Cayne Schooley (KS2 coordinator)

Alessandra Argenta (Teacher)

Merlica Elfrey (Teacher)

Viviana Matura (Teacher)

Cristina Imoli (Teacher)

Leah McEwan- Lowe (Teacher)

Ayaz Mahmood (Teacher)

Serena Olmeda (Teacher)

Anna Marconato (Teaching Assistant)

Martina Monaco (Teaching Assistant)

Sofia Zaccagnino (Teaching Assistant)

Rossana Bottino (Teaching Assistant)

Giulia Colonnella (Teaching Assistant)

Gaia Giardinelli (Teaching Assistant)

Luisa Frascà (Teaching Assistant)

Samantha Norte (Teaching Assistant)

Jenny Randazzo (Kitchen)

Vicky Rayes (Finance Administrator)

Carla Astronomo (School Secretary)

ACCIDENT SLIP

Front

Child Accident Notification		First Aider (Name): _____	Sign: _____
Location:	<input type="checkbox"/> Hall <input type="checkbox"/> Classroom <input type="checkbox"/> Garden <input type="checkbox"/> Corridor <input type="checkbox"/> Toilets <input type="checkbox"/> Stairs		
Circumstances:	Child's name: _____	Date: ____/____/____	Time: ____:____:____
<input type="checkbox"/> Fall	<input type="checkbox"/> Nosebleed	<input type="checkbox"/> Bumped their head (please turn over for more information)	
<input type="checkbox"/> Collided with another child or children	<input type="checkbox"/> Other: _____		
<input type="checkbox"/> Injured their left / right			
<input type="checkbox"/> Cut / grazed their left / right			
Treatment: they were seen to by a qualified First Aider.			
<input type="checkbox"/> The emergency contact was telephoned.	<input type="checkbox"/> Other: _____		
<input type="checkbox"/> There was no need to telephone you urgently.			
<input type="checkbox"/> They rested and soon recovered.			
<input type="checkbox"/> Cold compress applied.			
<input type="checkbox"/> The injury was cleaned.	<input type="checkbox"/> A plaster was applied.		

Back

Head Injuries - important information and advice

Dear Parents and Carers,

Even for the most minor bump to the head, during the **next few days** pleasesend your child to hospital **immediately** if they suffer from:

- | | |
|-----------------------------|--------------------------------|
| > worsening headache | > bleeding from an ear or nose |
| > nausea | > fluid from an ear or nose |
| > vomiting | > visual problems |
| > increasing drowsiness | > seizures |
| > weakness in an arm or leg | > confusion |
| > speech problems | |
| > dizziness | |

I HAVE BUMPED MY HEAD STICKER

**I have bumped my
head today.**

REPORTING SCHOOL ACCIDENTS

The school follows the guidelines set out by HSE (Health and Safety Executive).

Some accidents that happen in schools, or during education activities elsewhere, must be reported to the HSE.

What accidents to employees do we need to report?

Two types of work-related accidents must be reported to HSE if they injure either employees, or self-employed people working on our premises:

1. Accidents which result in death or major injury* (see below);
2. Accidents which prevent the injured person from continuing at his/her normal work for more than three days.

Specified injuries

1. fractures, other than to fingers, thumbs and toes
2. amputations
3. any injury likely to lead to permanent loss of sight or reduction in sight
4. any crush injury to the head or torso causing damage to the brain or internal organs
5. serious burns (including scalding) which:
6. covers more than 10% of the body
7. causes significant damage to the eyes, respiratory system or other vital organs
8. any scalding requiring hospital treatment
9. any loss of consciousness caused by head injury or asphyxia
10. any other injury arising from working in an enclosed space which:
11. leads to hypothermia or heat-induced illness
12. requires resuscitation or admittance to hospital for more than 24 hours

How must we report them?

All Incidents can be reported online at:
<http://www.hse.gov.uk/riddor/report.htm>.

Fatal and major injuries must be notified to HSE without delay by telephone (0845 300 9923). Within ten days this must be followed up with a written report.

Notification of other accidents does not have to be made immediately, but must be reported in writing to HSE within ten days. These can be reported online at: <http://www.hse.gov.uk/riddor/report.htm>.

Ways to contact HSE:

Postal reports to
RIDDOR Reports
Health and Safety Executive
Redgrave Court
Merton Road
Bootle
Merseyside
L20 7HS

Internet reports to: www.riddor.gov.uk or www.hse.gov.uk

Telephone: 0845 300 9923

Fax: 0845 300 9924

e-mail: riddor@natbrit.com

What about pupils and other people who are not at work?

An accident that happens to someone who is not at work, e.g. a pupil or visitor, must be reported if:

- a. The person involved is killed or taken to hospital; and
- b. The accident arises out of or in connection with work.

Like fatal and major injuries to employees, notification of these accidents must be made to HSE without delay and then in writing within ten days online at <http://www.hse.gov.uk/riddor/report.htm>.

How do we decide whether an accident ‘arises out of or is in connection with work’?

An accident will be reportable if it is attributable to:

- a. Work organisation (eg the supervision of a field trip);
- b. Plant or substances (eg lifts, machinery, experiments etc);
- c. The condition of the premises.

Playground accidents due to collisions, slips and falls are not reportable unless they arise out of or in connection with work, eg the condition of the premises or equipment, or the level of supervision.

See also Policy on Educational Visits.

Where can we find out more?

Further details can be found online on the HSE website:
<http://www.hse.gov.uk/riddor/>